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CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

Revised

TITLE: DEPUTY CITY ATTORNEY (NON-CLASSIFIED)

DEFINITION

To provide a wide range of professional legal services related to municipal government operations; to conduct legal research, prepare opinions, memoranda, administrative rules and regulations and other legal documents; to advise City Council, City departments, boards and commissions; to represent the City in a variety of litigation that involves administrative hearings, trial and appellate work; to provide staff assistance to the City Attorney; and to perform related duties as assigned.

REPORTS TO: Supervising Deputy City Attorney (Note: This non-classified position is appointed by the City Attorney).

DISTINGUISHING CHARACTERISTICS

The incumbent shall be appointed "at-will" and exempt from classified service and serve at the pleasure of the City Attorney. This is a broad classification for non-classified attorneys encompassing entry, full journey and advanced journey level work. Initially, incumbents perform the more routine tasks and duties and work under close supervision. As experience is gained, and compensation increases based upon performance, incumbents perform the full range of duties as assigned and receive only occasional instruction or assistance as new or unusual situations arise. As incumbents progress further in experience, and compensation increases based upon performance, incumbents perform the most difficult and responsible types of duties requiring the frequent use of high degree of independent judgement.

PAY FOR PERFORMANCE

Attorneys in this classification are advanced in compensation based upon superior performance, as granted by the City Attorney, and not to exceed 15% annually.

MERIT PAY

Upon reaching the maximum of "Step 1" non-incremental range, the City Attorney may advance incumbents based upon superior performance, and place them within a non-incremental merit range, "Step 2", providing for up to one-year merit bonus, not to exceed 15% annually.

Upon receipt of up to one year of "Step 2" merit pay, Deputy City Attorneys will be returned to the maximum of the "Step 1" non-incremental range; or the City Attorney may grant further increases based upon continued and demonstrated superior performance, not to exceed 15% annually and not to exceed the maximum of the "Step 2" range.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Supervising Deputy City Attorney. May exercise supervision and/or lead direction over lesser-skilled professional and para-professional staff as well as clerical staff as assigned.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Perform legal research and prepare written and oral opinions on various legal problems for the City Council, City departments and various boards and commissions.

- Confer with, and render assistance to department heads in establishing departmental policies by applying legal point and procedures; recommend changes to policies and procedures in order to meet legal requirements.
- Prepare, draft and review ordinances, resolutions, contracts, deeds, leases and other legal documents, agreements and instruments; offer opinions as to legal acceptability when presented to the City for consideration by an outside agent or agency.
- Investigate claims and complaints against the City and take or recommend appropriate action.
- Assist in or prepare cases for hearings, trials and other judicial proceedings; represent the City in such proceedings; prosecute misdemeanor violations of City ordinances.
- Prepare and represent the City in litigation.
- Respond to and resolve difficult and sensitive citizen inquires and complaints.
- Review and approve certificates of insurance, off-site improvement agreements, grant deeds and various other documents.
- May represent the City Attorney at various City Council, board and commission meetings and in court as needed.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Legal principles and practices, including civil, criminal, constitutional and administrative laws and procedures.
- Methods of legal research.
- Tort law and liability insurance litigation.
- Judicial procedures and rules of evidence.
- Statutes and court decisions relating to civil rights and public labor law.
- Established precedents and sources of legal reference applicable to municipal activities.
- Ordinances, statutes and court decisions relating to municipal corporations.
- Organization and operating procedures of a municipal law office.

Ability to:

- Conduct research on legal problems and prepare sound legal opinions. Analyze and prepare a wide variety of legal documents. Communicate clearly and concisely, both orally and in writing.
- Learn and apply ordinances, statutes and court decisions relating to municipal organizations.
- Learn and apply organization, duties, powers, limitations and authority of City government and authority and operating procedures of City Attorney's Office.
- Learn and apply modern and highly complex principles and practices of municipal law.
- Learn and participate in basic trial practice.

- Learn Westlaw computerized research.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Represent the City in a wide variety of complex judicial and administrative proceedings.
- Analyze and prepare a wide variety of complex legal documents.
- Prepare and present complex cases in court.
- Conduct research on complex legal problems and prepare sound legal opinions.
- Represent the City in the more complex matters before administrative or judicial tribunals.
- Analyze a wide variety of complex legal issues.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to Juris Doctorate.

Experience: A range of 0 -3 years of responsible professional legal experience in municipal law

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

Active membership in the State Bar of California.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Deputy City Attorney

TO: Supervising Deputy City Attorney